

The City of Renton is accepting applications for

ASSISTANT AIRPORT MANAGER

(Represented by 2170 AFSCME)

Salary Range: \$4,718 to \$5,745 per month

Date Opened: May 17, 2007

Date Closed: May 31, 2007

APPLICATION PROCEDURE

To be considered for this position in the Transportation Systems Division of the Planning/Building/Public Works Department, complete and return a **City of Renton Application, Supplemental Questionnaire** and a **Resume** on or before 5:00 pm on the closing date to HR & RM, 1055 South Grady Way, Renton, WA 98057. **Postmarks are not accepted.** Applications that are faxed or emailed will not be accepted.

Applications may be obtained by using the following options:

- Download an application from the City's website, www.rentonwa.gov. Click on "City Jobs Available";
- Request an application via email at lgibbon@ci.renton.wa.us;
- Visit the Human Resources & Risk Management Department on the seventh floor at City Hall; or
- Call 425.430.7650.

NATURE OF WORK

Under the direction of the Airport Manager, plan, organize and coordinate daily operations and maintenance programs, activities, tasks and special projects as assigned. Work is characterized by professional, technical and administrative duties involved in the planning, organization and coordination of daily airport operational and maintenance management. Work may involve coordinating and conducting follow-up evaluation of projects; providing and documenting recommendations and results. Work is performed independently under minimal direct supervision. Candidate is frequently required to make presentations and interact with regulatory agencies, local agencies, other City departments, volunteer and tenant groups and the general public on an individual or group basis. Candidate is occasionally exposed to tenants, pilots and/or citizens who are irate, disgruntled, hostile or difficult, which requires conflict management and resolution skills as well as anger defusing skills. Train, supervise and evaluate the performance of assigned personnel. ***This position requires being "on-call" for two weeks out of the month, and subject to the additional on-call pay.*** The Assistant Airport Manager must maintain a professional composure and demonstrate a substantial amount of tact, patience and courtesy at all times.

REPRESENTATIVE DUTIES

- Perform a wide range of complex and interdependent duties to ensure that the airport system operates efficiently and effectively for the traveling public and consistent with local, state and federal standards, specification, practices and guidelines.
- Conduct inspection of airfield facilities, including grounds, runways, taxiways, aircraft aprons, gates and service roadways to ensure safety, security and efficiency of operations and expeditious flow of aircraft.
- Monitor and maintain constant awareness of all facilities on the airport grounds involving the various tenants, fixed base operators and the general public. Takes corrective action if necessary.
- Respond to emergency situations occurring at the airport; participates and/or leads the evaluation and determination of action to be taken in response to airport emergencies.
- Ensure compliance with the airport rules and regulations.
- Assist in developing and maintaining an airport maintenance management program and the airport emergency response plan and track yearly accomplishments.

- Assist in managing the airport ground vehicle operating program and airport security program.
- Develop and coordinate a comprehensive public relations outreach program to develop and expand the effectiveness of the airport noise program.
- Provide leadership and project review for private development projects affecting the airport's airspace.
- Review and respond to public requests and complaints; investigate issues involved and recommend appropriate corrective action.
- Assist in the planning and implementation of projects on the airport or with the assistance of outside consultants; coordinate activities with City departments and personnel and outside agencies as necessary.
- Perform hangar inspections and inventory and draft corrective action notices to tenants.
- Maintain documents and working knowledge of underground utilities and services and tenant property lease lines.
- Select, supervise, train and evaluate the performance of assigned staff; select, counsel, discipline and terminate subordinates as needed.
- Schedule, assign and coordinate the work of division personnel.

Representative duties are intended to present the essential duties performed by employees in this class and may not reflect all the duties performed on the job.

WORKING CONDITIONS

Work is performed in an office environment and/or the field. Regular work schedule may involve working weekends, evenings and holidays.

EDUCATION AND EXPERIENCE

Any combination equivalent to: a bachelor's degree in Aviation Management, Aerospace Engineering, Public Administration or related field and at least one year increasingly responsible airport experience.

LICENSES AND OTHER REQUIREMENTS:

Possess a valid Washington State driver's license. Ability to lift fifty pounds.

SELECTION PROCEDURE

- Applicants whose experience and qualifications most closely meet the requirements of the position as determined by the application, supplemental questionnaire and resume will be invited to participate in an oral interview.
- The process consists of a supplemental questionnaire, weighted at 20% of the total score, and an oral interview, weighted at 80% of the total score, with a combined minimum passing score of 70% to pass and be placed on the eligibility list.
- Following the competitive process, a six-month eligibility register will be established based on the rank order of passing scores. Top candidates on the eligibility list may advance for further consideration.
- If you are invited to participate in the selection process and need ADA accommodation, please notify HR & RM at the time you are scheduled for testing. Healthcare provider documentation attesting to accommodation requirements shall be required prior to testing.

VETERAN'S PREFERENCE

In accordance with RCW 41.04, veterans who meet criteria for Veteran's Preference and achieve passing scores on competitive employment examinations may qualify to have 5 to 10% added to their final weighted score where a ranked eligibility list is established. If claiming Veteran's Preference, attach a copy of your DD214 to the back of the application. If the selection process does not include a competitively scored examination process with ranking, Veteran's Preference scoring criteria will not be applied. *Equal Employment Opportunity-5/07/llg.*